

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, December 20, 2017
6:30 PM**

CALL THE MEETING TO ORDER –

President Porschen called the meeting to order at 6:32 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

President Porschen read the “Sunshine Statement” into the record, as follows:

“This is a Regular Meeting of the Northvale Library Board of Trustees. The date, time and location of this meeting has been advertised in the official Newspapers of the Borough, filed with the Borough Clerk and posted on the bulletin board in the Municipal Building. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled.”

SALUTE TO THE FLAG –

President Porschen asked all in attendance to rise and join him in a Salute to the Flag.

ROLL CALL –

Name	Present	Absent
Ms. Banzaca	x	
Mr. Devlin	x	
Mr. Honey	x	
Mr. Pinajian		X
School librarian Ms. Nicolich		x
Ms. Staropoli	x	
Mayor Piehler/ Council woman Toni Macchio		X x
Mr. Porschen	x	

Also in attendance was Director Paul Shaver

APPROVAL OF MINUTES

Resolved to approve the minutes from the November 21, 2017 regular board meeting

The minutes were adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin		x			
Mr. Honey	second	x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Ms. Macchio				x	
Mr. Porschen		x			

GENERAL DISCUSSION –

Director's Report

Programming: November

Program Attendance Summary					
Event/Program	Date or Month	Children	Teens	Adults	Total
Artistically Abled Art Workshop	11/4/2017	7	0	0	7
ESL Conversation Class	11/1/2017	0	0	9	9
Story Time	11/6/2017	2	0	2	4
ESL Conversation Class	11/8/2017	0	0	5	5
Tech Thursday	11/9/2017	0	0	0	0
Robotics	11/9/2017	1	1	0	2
Story Time	11/13/2017	2	0	2	4
Mason Jars/Cricut	11/14/2017	0	0	4	4
Snap Circuits	11/14/2017	8	0	0	8
Mason Jars/Cricut	11/16/2017	1	0	4	5
Read to a dog	11/16/2017	1	0	0	1
Story Time	11/20/2017	2	0	2	4
ESL Conversation Class	11/22/2017	0	0	0	0
Story Time	11/27/2017	1	0	1	2
Northvale's Reading	11/28/2017	0	0	3	3
ESL Conversation Class	11/29/2017	0	0	9	9
Body Image	11/30/2017	0	0	0	0
Raspberry Pi	11/30/2017	0	2	2	4
Beginner's Korean	11/1-30/2017	0	0	10	10
Total		25	3	53	81

Administrative

- Library Cards: 1,445 patrons registered as of December 12, 2017. 14 new cards since the November report.
- In memory of Vivienne Knopp, we have purchased a drawing desk, as one of her favorite things to do in the library was draw. Emily also met with Vicky Nicolich on Friday, December 15 to put together a list of Vivienne favorite books to purchase in her memory. There will be a dedication inside each book.
- We thank the Woman's Club of Norwood – Northvale for their generous donation of \$100. We also thank Kathleen McCormack for her donation in the same amount.
- A first draft of the Strategic Plan to take us through 2021 will be available by next month. We are waiting for full December 2017 statistics to be able to do a full year-to-year comparison of 2016 and 2017.
- In February, we would like to offer Food for Fines, allowing patrons to take 25 cents off of their fines for every nonperishable donated item. The food would then be donated to the Center for Food Action.
- We've completed a new library welcome letter, to be handed out to new cardholders. This packet also includes information on using Cloud Library, Hoopla, and Transparent Language.

BCCLS

- As of January 1, 2018, patrons will be able to pay their bills online with credit cards.
- I met with the new interim director, Cindy Czesak on December 13th.

Schools

- Emily has been communicating with the school for quite some time. We would like teachers to be aware that we can purchase books for students with research papers, summer reading, or book reports if we have a notice of two weeks to one month. We really want to do our part in helping teachers and students get the books they need.
- This January, Emily is also offering one-on-one help to students to prepare for their research papers.

Technology

- We have two proposals for copiers, both from companies that were suggested by multiple libraries in the system.
- The scanner/printer is working well. Patrons can scan directly to the computer or to a flash drive, and print without delay.
- For 2018, we would like to begin keeping a record of technology and reference questions.

Friends of the Library Report

Ms. Kathy Brunet – 417 Crest Drive gave her report from the Friends:

The fundraiser at the Growler and Gill on December 3rd was very successful. We would like to thank Drew and Tina for coming and supporting us. We would also like to thank Jessica McKeever and Jennifer Staropoli for coming in first with the most tips and all our volunteers that day.

Treasurer's Report

We have received three checks from the town this year and we are due to get one more by the end of the year.

We are running at 89% of the budget so far this year.

ROLL CALL VOTES –

Resolved to approve the claims list for the month of December in the amount of \$9,635.10

The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	second	x			
Mr. Devlin	motion	x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli		x			
Mayor Piehler Ms. Macchio				x	
Mr. Porschen		x			

Resolved to approve the reimbursement for Director Paul Shaver in the amount of \$36.33 for business cards

The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin	motion	x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli		x			
Mayor Piehler Ms. Macchio				x	
Mr. Porschen	second	x			

Resolved to approve the reimbursement for Emily Pepe in the amount of \$61.46 for business cards and supplies

The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	motion	x			
Mr. Devlin	second	x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli		x			
Mayor Piehler Ms. Macchio				x	
Mr. Porschen		x			

Resolved to approve the replenishment of the petty cash for \$75

The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin	second	x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Ms. Macchio				x	
Mr. Porschen		x			

Resolved to approve the following Wednesday Meetings for 2018: 1/24, 2/28, 3/28, 4/25, 5/23, 6/27, 7/25, 8/22, 9/26, 10/24, 11/28, 12/26

The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	motion	x			
Mr. Devlin		x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	second	x			
Mayor Piehler Ms. Macchio				x	
Mr. Porschen		x			

Resolved to approve a monthly fee of \$132 for 60 months to lease a MFX-C2260 copier from Kyocera Document Solutions

The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	second	x			
Mr. Devlin		x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli		x			
Mayor Piehler Ms. Macchio				x	
Mr. Porschen	motion	x			

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 7:09 PM

Ms. Kathy Brunet – 417 Crest Drive addressed the board to let it be known that there is a form hanging up in the entrance way for anyone who would like to donate a book in honor of a loved one for a tribute.

With no one else addressing the board, President Porschen declared the public comment portion of the meeting closed.

ADJOURNMENT

On motion made by Mr. Devlin and seconded by President Porschen, the board, with all present being in favor, **voted to adjourn at 7:13 PM**

Respectfully submitted

Tina Staropoli, Secretary